

**ABORM  
PROVIDER APPLICATION PACKET  
2011**

ABORM CONTINUING EDUCATION COMMITTEE  
24955 Alicante Drive  
Calabasas, CA 91302



Dear Provider,

Thank you for applying as a continuing education provider for the American Board of Oriental Reproductive Medicine (ABORM).

The integrative medical community has recognized the need for a certification of practitioners who are utilizing Oriental medicine in the treatment of patients with reproductive disorders. The ABORM is devoted to teaching, research, and the practice of Oriental Medicine as it relates to the treatment of reproductive health. We aim to bring together practitioners with advanced knowledge and experience in this area and connect them to a larger community of east/west care.

Practitioners demonstrate their knowledge through the process of fulfilling ABORM-approved CEUs and taking a voluntary examination. Their fellowship is maintained through submission of continuing education units in Oriental reproductive medicine. We apply ABORM-approved continuing education units for ABORM certification and maintaining ABORM fellowships (FABORM) in the areas of gynecology and reproductive medicine with an emphasis on integrative care.

We look forward to including you in our growing network of training and certification.

## **Background**

The American Board of Oriental Reproductive Medicine (ABORM) offers a review service to Providers of continuing education coursework related to reproductive medicine. These courses are marketed to candidates and fellows of the ABORM.

The ABORM, by rule, requires a certificate holder to complete a certain number of hours of Continuing Education (CE) courses, in certain categories related to reproductive medicine, approved by the board in order to maintain status as a fellow of the ABORM.

New candidates for the ABORM annual exam are also required to have completed a minimum number of CE courses in reproductive medicine to be eligible to sit for the ABORM exam. Being an accepted ABORM CE provider gives you the opportunity to promote your programs on the ABORM website accessed by candidates and fellows of the ABORM.

Programs are reviewed solely to determine in advance if credit will be accepted by the ABORM for purposes of certification or re-certification, thereby allowing ABORM CE Providers the ability to award CEUs to the attendees and fellows. In doing so, the program sponsor (ABORM CE Provider) agrees to the ABORM Provider responsibilities and all applicable ABORM policies and procedures.

## **Becoming an Accepted ABORM CE Provider**

To become an ABORM CE Provider, the sponsoring individual/organization submits an ABORM CE Provider Application. CE Provider guidelines and responsibilities are:

The ABORM CE Provider agrees to comply with the highest ethical standards and all applicable laws to ensure accurate and truthful certificate documentation.

The content of the course, program, or activity must be related to the practice of Oriental reproductive medicine and must be related to the knowledge and/or technical skills required to practice Oriental reproductive medicine.

The sponsoring organization is responsible for issuing, documenting, and maintaining records of CEUs awarded for each program. End of course records of attendance include: the sponsor's name, course title, instructor, course dates, number of CEUs approved by ABORM, and the Provider and course numbers assigned by the ABORM.

The \$100 application fee is one time non-refundable fee and does not guarantee you will be accepted as a provider by the ABORM.

The estimated time frame for a program review is four to six weeks. Requested program reviews under 2 weeks will incur an additional fee of \$50. Every effort will be made by ABORM to accommodate specific requests. The ABORM has sole discretion to accept

or deny any program for recertification credit and the Provider's ability to award ABORM-approved CEUs.

If accepted, the ABORM CE Provider will be notified in writing of the program acceptance and must agree to award only the accepted number of ABORM CEUs by distributing a program certificate to each participant. The certificate should reflect ABORM provider number, course number, and number of ABORM approved CEUs

If the ABORM denies the acceptance of a program, the Provider may appeal in writing to the ABORM Continuing Education committee. The decision from this committee is final.

Programs are accepted for a period of two years. They may be presented as many times as the CE Provider wishes, anywhere in the world.

The ABORM CE Provider must submit material related to programs on an individual course basis. Materials that must be submitted for each program include 1) ABORM CE Program Review Application, 2) supporting documents, and 3) applicable fees. Individual programs will be reviewed for acceptance that would enable the Provider to award ABORM CEUs to participants.

The ABORM CE Provider may issue one CEU for one hour of instruction. The Provider submits a detailed agenda/course outline that supports the number of CEUs requested. The Provider will issue CEUs to participants contingent on the hours of attendance.

**Example: nine hour day with a one hour lunch and two 15 minute breaks creates 450 minutes of instruction and therefore 7.5 CEUs (9 x 60 minutes = 540, minus 90 minutes for lunch/breaks for a total of 450minutes.  $450/60 = 7.5$ ).**

For live presentations and conferences/symposiums, the ABORM CE Provider agrees to document a participant's attendance by maintaining a sign-in sheet for each course offered. A program certificate is distributed to each participant at the conclusion of the program. The certificate must reflect the number of CEUs awarded to the participant. If registrants do not complete the entire program, CEUs are awarded for only those hours in attendance. ABORM CE Providers are not required to send attendance sheets to ABORM unless requested by ABORM. Provider must maintain records for 4 years.

For lengthy "certificate programs", each meeting session is considered to be a stand-alone course or seminar. ABORM CE Providers are required to award CEUs at the conclusion of each presentation. The ABORM does not accredit certificate programs. The Provider may distribute a "program certificate" but must *not* have reference to the ABORM.

For distance learning and online programs, the ABORM CE Provider agrees to document a participant's end of course assessment by maintaining a quiz, test, or written paper for each enrolled participant. A copy of the assessment tool (quiz, assignment etc.) must be submitted with the course application. The Providers are not required to send the final

assessments to ABORM unless requested by ABORM. Provider must maintain these records for 4 years.

The following information must be included on the program sign-in sheet and certificate for all accepted programs: Course title, lecturers, course dates, number of ABORM CEUs awarded, ABORM CE Provider number, and course number. (See sample certificates attached).

The ABORM CE Provider may not alter, combine, or change in any way the course title, course number, or the number of CEUs awarded without permission from the ABORM. The ABORM CE Provider may not charge a monetary fee for issuing CEUs. The Provider may only advertise that it is an ABORM CE Provider for individually accepted programs. The Provider may only advertise ABORM acceptance after the program has been accepted and approved. Providers may state that ABORM acceptance is pending if the program is under review. The ABORM logo or name may not be used in ABORM CE Provider advertisements.

The ABORM CE Provider may not require participants to purchase any products or services in order to attend an accepted ABORM program. A CEU disclaimer is required to be completed by the Provider when ABORM believes there may be a potential conflict of interest.

It is the policy of the ABORM to provide continuing education opportunities to candidates and fellows applying for re-certification. Programs (i.e. courses, seminars, conferences, distance learning) are reviewed solely to determine in advance if credit will be accepted by ABORM for purposes of certification or re-certification, thereby allowing ABORM CE Providers the ability to award CEUs to attendees. In doing so, the ABORM CE Provider agrees to the ABORM CE Provider responsibilities and all applicable ABORM policies and procedures. Acceptance does not constitute approval, endorsement, sponsorship, or guarantee by ABORM.

## **CITATION STANDARDS FOR ABORM-CERTIFIED COURSES**

In a continuing effort to improve the standards of scholarship and evidence-based material presented in ABORM Approved Courses, we are encouraging all Providers/Instructors who are applying for ABORM CEU Certification to utilize APA Guidelines for referencing the materials presented in their courses (See How to List References Below). We encourage courses to cite peer-reviewed research, source texts, source articles, and personal communication whenever possible.

In order to allow those taking and/or purchasing ABORM approved CEU's to know the differences between courses providing references and citations, and those not offering them, the ABORM will begin designating courses accordingly: ABORM-CIT (for courses with citations), or ABORM (for those without citations provided).

Please note, that ABORM ethical guidelines require citation of information that is derived from other sources, regardless of whether the entire presentation is cited for ABORM-CIT certification. For example, if you took a class or read a book by Kiiko Matsumoto that mentioned Liver 4 and Lung 5 are excellent at removing blood stagnation, you must still give credit, be it verbal or written.

## **Citation Basics**

### When to cite

The most basic, general rule of thumb for citations is: *give credit where credit is due*. While ethics is one important consideration, citing references allows the audience to verify statements made. They also have the information necessary to delve deeper into any particular subject matter of interest. In the long run, this will greatly further the development of new ideas. Finally, because we are an emerging field in conventional medicine, it is very helpful to be able to substantiate claims we make.

In general, sources should be cited in the following situations:

- When adding material that is challenged or likely to be challenged
- When basing a portion of your information on another person's ideas
- When using facts or figures from another individual's work
- When presenting information that is not common knowledge

It is appropriate to reference ideas as your own, or to cite your own clinical experience. However, when citing modifications of other people's ideas, the other person should be given credit as well.

Please be advised that, regardless of whether your ABORM approved activity is ABORM-CIT or not, it is a violation of the ABORM ethical to present other people's material as your own, or without giving due credit to that other person.

### How to cite

ABORM recommends a modified "author-date" method of in-text citation from the APA. This means that the first author's last name and year of publication for the source should appear in the text, together with a citation number. E.g., (Jones, 1998)<sup>23</sup>. A complete reference should appear in the reference list at the end of the presented work. If non-peer reviewed citations are given, the source should be indicated in the in-text citation. E.g., (Rubio, 2001 - Personal communication)<sup>24</sup>, or (Rubio - Personal experience)<sup>25</sup>.

## **HOW TO LIST REFERENCES AT THE END OF CITED WORKS**

Number references consecutively in the order in which they are first mentioned in the

text. References appearing for the first time in tables and figures must be numbered in sequence with those cited in the text where the table or figure is mentioned.

References are identified by Arabic numerals in parentheses.

Abstracts, unpublished observations, and personal communications may be used as references, but should be labeled as such with identifying information as appropriate. If a foreign manuscript is included in the reference list, the author(s) should provide a copy of a translated English abstract. References must be verified by the author(s) against the original documents. The titles of journals should be abbreviated according to the style used in Index Medicus

(<http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>). For ABORM purposes, it is acceptable to list the first author followed by *et al.*

**(For more information on creating references, visit:  
<http://owl.english.purdue.edu/owl/resource/560/01/>)**

## **EXAMPLES OF REFERENCES**

### **Journal Article**

1. Takihara H, *et al.* The pathophysiology of varicocele in male infertility. *Fertil Steril* 1991;55:861-8.

### **Books**

2. Colson JH, Armour WJ. *Sports injuries and their treatment*. 2nd rev. ed. London: S. Paul, 1986.
3. Diener HC, Wilkinson M, eds. *Drug-induced headache*. New York: Springer-Verlag, 1988.
4. Weinstein L, Swartz MN. Pathologic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic physiology: mechanisms of disease*. Vol. 1. Philadelphia: WB Saunders, 1974:457-72.

### **Letter**

6. Kremer J. Yardsticks for successful donor insemination [letter]. *Fertil Steril* 1991;55:1023-4.

### **In Press**

7. Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. *Science*. In press.

### **Personal Communication**

8. Rubio R, 2001 – Personal communication with John Shen, New York City

### **Personal Experience or Unpublished Data**

9. Rubio R, 2009 – Personal experience

10. Rubio R, 2007 – Retrospective, internal data on 50 patients from Aug. 2004 – Aug 2007. All PCOS patients with elevated PRL levels were included

### **CEU Program Renewal**

To assure our CEU programs reflect current information and our website is up-to-date, programs will be need to be renewed two years from the date of acceptance.

Three months prior to the review date, a renewal letter will be sent to the Provider. Procedures for renewal are stated in the letter.

To renew the program, a Provider submits an ABORM *Program Review Application*, supporting documents, and the review fee.

Courses that are not renewed are moved to an expired status and removed from the ABORM web site. The CE Provider may not award CEUs for expired programs and will be notified in writing regarding the expired status.

## ABORM CE PROVIDER APPLICATION

Name of Provider:	
CE Provider #:	
Contact Person:	
Street Address:	
City, State, Country, Zip:	
Phone:	
Fax:	
Website:	
E-mail:	
Current License #:	
State in Which you are Licensed:	

Are you a Fellow of the ABORM?

Yes     No

Are you and/or all persons in your organization free of any disciplinary order, suspension, investigation, or probation by any licensing, certification, accreditation, or law enforcement organization? If 'No' please provide information on a separate sheet of paper.

Yes     No

Are you a provider for:  
*Check which apply*

NCCAOM     CTCMABC     FAB  
 CAB     TEXAS     OTHER

Please identify Provider Number:

**By signing below, I affirm that the materials supplied herein are accurate, true, and correct in all respects, and that the ABORM CE Provider will abide by the ABORM policies, procedures, code of ethics, and the specific Provider Responsibilities as outlined in the ABORM CE Provider Application. I understand the review process takes approximately 4-6 weeks.**

Authorized Signature:	
Print Name:	
Date:	

**PROVIDER APPLICATION CHECKLIST AND SUBMISSION INFORMATION**

\_\_\_\_\_ Signed and completed Provider Application  
\_\_\_\_\_ Provider resume attached  
\_\_\_\_\_ \$200 Provider Application Fee:

Check or Money Order payable in USD to ABORM

Credit Card

Name of Card Holder:

Visa    MasterCard

Credit card #

Expiration Date:

Zip Code:

**Send completed application to:**

ABORM CONTINUING EDUCATION COMMITTEE  
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